



Partners For Highway Safety

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Attachment # 6
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October 13, 2004

Benjamin H. Pingree
Assistant to the County Administrator
Leon County
301 South Monroe
Tallahassee, Fl. 32301

Dear Mr. Pingree:

Thank you for taking the time to meet with me last week and bringing to my attention your concerns mentioned in your letter of October 8, 2004. Partners For Highway Safety has for many years received the support of the Board of County Commissioners and their belief and support of our efforts to reduce teenage crashes, injuries and deaths has played a major part in the success of our programs. We place a great value on our relationship and I want to assure you that the issues you have will receive a top priority. The following measures have been take in response to your questions:

#1) Reimbursements made for Non-County residents:

Per your request we have reviewed our records and found that 14 out-of-county students have been included in our Reimbursement request. There are several reasons this has inadvertently happened and we have incorporated the following changes to prevent this from being an issue in the future.

- A. A letter is being sent to each Instructor that clearly explains; only Leon County students should fill-out the "Statement of Residence" form. Instructors are directed to sign this memo stating they understand and return it to the office prior to the end of this pay period. (See attached)
- B. "Statement of Residence" will no longer be signed at the time of registration. Parents and/or Students will be given the form to sign the day of the class.
- C. Prior to submitting our reimbursement request all certificates will be checked twice, once by our Office Manager and again by our Bookkeeper.

I have also talked with our CPA and ask for suggestions to prevent this from happening again. He is at this time setting up a program to provide a report on the number of students from Tallahassee or Woodville that can be run by month. This will provide us another means of verification.

#2) Multiple Rebates:

After checking our records we have found one student that was submitted twice for the same class. The forms for the student were completed once by the mother when she registered her son and a second form was completed by the father when he brought his son to class. I feel that the new procedures outlined above (#1) will address this problem.

#3) First time drivers program.

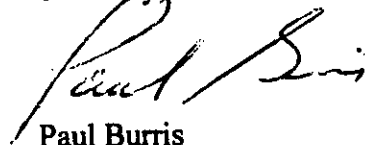
I have attached a copy of the Instructors manual for this program. This is step one in our three step process towards making Leon County teens better and safer drivers. This program gives us our first opportunity of reaching the new driver and creating a safe driver attitude. We are attempting to modify the teen's attitude and leave them with the understanding that driving is an adult privilege that carries adult consequences. An automobile is not a toy and represents more than "Freedom" or "a good time." Because we feel this class is important to teens our class sizes are kept small, an average of 8 but no more than 10 per class. PHS has kept the registration (\$30.00) very low on this program and while that is the fee quoted to all students we do send special offers to Leon County students offering \$10-\$15.00 discounts. Based on projected numbers of 30 students per month the cost per student for this program is approximately \$71.50 to \$78.00 per student. Most of the cost is fixed and can be anticipated so it does not matter if there are 4 kids or 30 kids per class, the overhead is the same. This cost could be greatly reduced by increasing the number of students per class and distributing the cost over a greater number of students but, by doing so it is my option that we will also reduce the effectiveness of this class.

#4) Equipment purchases

As you know we now have a new young lady part-time as our bookkeeper. She has graduated with a degree in accounting from Florida A&M and is working on her Master's degree. She has spent several hours working with our CPA and has done an excellent job creating an electronic accounting program for us. When asked she was able to provide me with a copy of equipment purchased and we have supplied that to your office.

I hope this answers your questions and if you have any future concerns, please contact me. We value the Counties support and it is because of that support we are able to reach so many Leon County teens.

Sincerely,



Paul Burris
President/Founder